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# LEADERSHIP HANDBOOK

The Ohio Retirement for Teachers Association

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## Quick Tips!



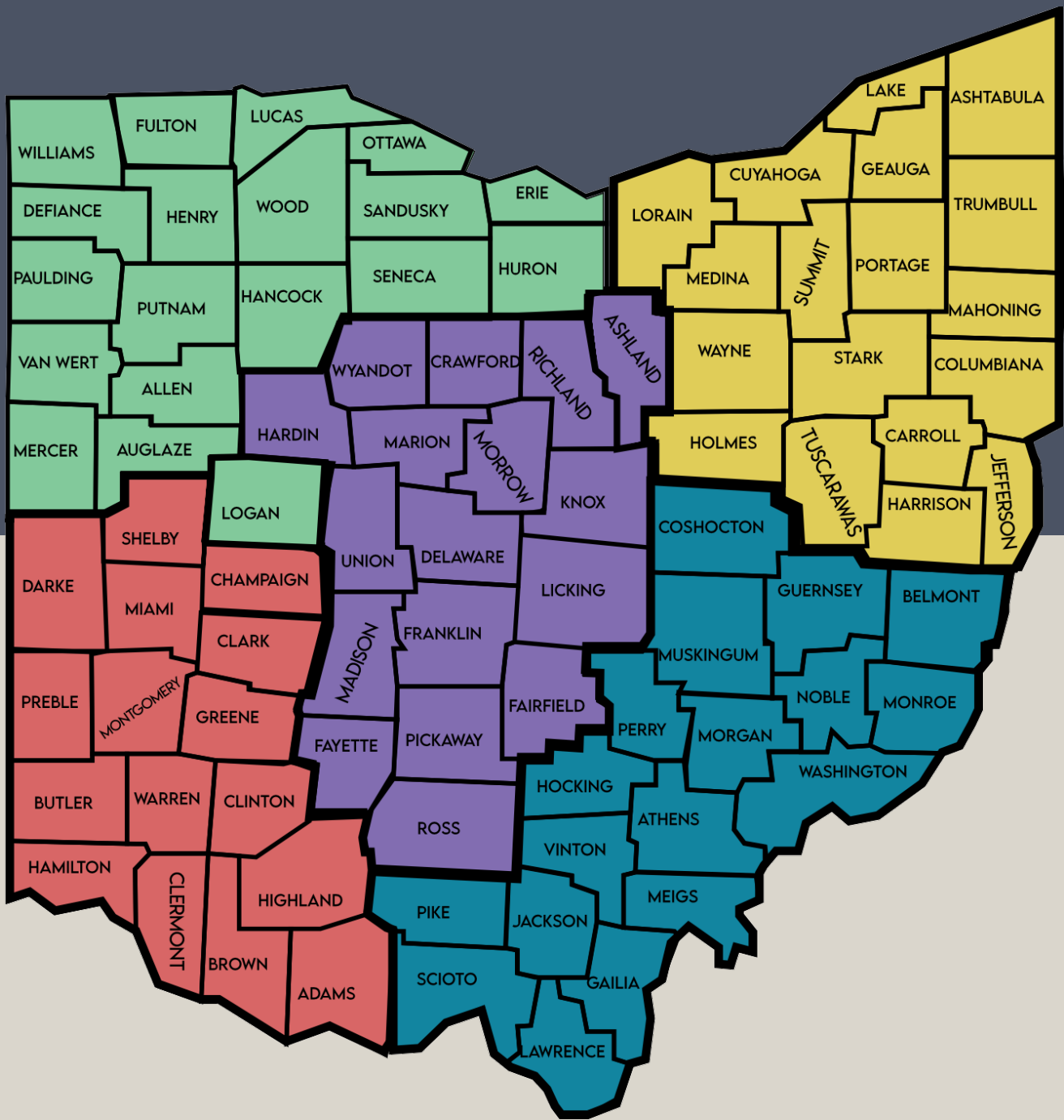
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# Section A

## Regional Map



ORTA's Five Regions

# The ByLaws

## Section B

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## ARTICLE I - NAME AND PURPOSE

**NAME:** The name of this organization shall be the Ohio Retirement for Teachers Association Inc., thereafter known as the Association. The Association is also known as ORTA.

**PURPOSE:** ORTA'S mission is to monitor, advocate for, and protect the pensions and benefits of its members. The Association shall encourage individuals to improve the social and economic changes and issues relevant to their retirement.

## ARTICLE II - MEMBERSHIP

Membership is open to any educator, active or retired from the public schools, state and municipal colleges, and universities of Ohio; any educator retired in any other state but living in Ohio; any spouse who becomes a benefit recipient of State Teachers Retirement System (STRS); and any person in Ohio interested in education and the issues of retirees.

Communication with Association members is important to keep them informed and to work together with the local chapters in the Association's efforts to uphold the purpose of this organization. To this end, the state ORTA office is responsible for maintaining communication with membership in the form of any and all methods available. The state office shall employ the use of the internet to maintain resource material for members' reference. Similarly, the state office shall contact members via mail or by electronic means to inform them of the business of the Association and the actions taken on their behalf by the Board. At the very least, there shall be a periodic official publication with the membership in newsletter form.

## ARTICLE III - CHAPTER AFFILIATION

1. The Association shall utilize chapter affiliations to assist in accomplishing the purpose as set forth in Article I. The Association shall provide leadership for chapters to develop membership, and promote social and economic changes and issues relevant to retirement through exchanging information, providing workshops, and conducting conferences and leadership training.
2. Chapter affiliates shall follow the purpose of the Association as set forth in Article I and shall assist the Association in recruiting, forming, developing, and sustaining membership.

## ARTICLE IV - ORGANIZATION

1. The state shall be divided into five (5) regions as determined by the Board, with three (3) liaisons for each region. Regions are to facilitate and unify the work of the Association, promote the successful operation of local chapters, and secure prompt and unified action toward accepted goals.
2. The five (5) regions of Ohio shall be Northwest, Northeast, Southwest, Southeast, and Central.
3. Liaisons must reside in the region of Ohio they represent.
4. The three (3) liaisons of each region shall cooperate fully together in their region of the state in all phases of their work for the local chapters and for the Association.

## ARTICLE V - STATE BOARD

1. The corporate powers, affairs, and properties for the Association shall be exercised, conducted, and controlled by the STATE Board, hereafter known as the Board.

Each person serving on the Board shall be a member of the Association in good standing and shall be an STRS benefit recipient.

Board members shall be Ohio residents. Board members shall represent the Association only at Chapter or regional meetings, unless authorized by the President or Executive Director.

The necessary expenses of Board members (and non-members invited by the Board or the Executive Committee) in conducting the business of the Association shall be paid from the Association's treasury. Transportation expenses shall be paid from the member's permanent place of residence in Ohio to any board or committee meeting

The Board may adopt policies, procedures, and standing rules of order to govern its own proceedings, transaction of business, and any other matters properly within the authority and discretion of the Board, as consistent with the State of Ohio, Articles of Incorporation and these Bylaws.

2. The Board shall consist of the President, the Immediate Past President, the President Elect, and one regional liaison from each of the five (5) regions. The Executive Director is a non-voting member of the Board. The Board shall elect a successor to fill the unexpired term of any member of the Executive Committee, except the President who shall be succeeded by the President Elect. An Executive Committee member completing an unexpired term shall be eligible for election to serve an additional term in that office. A vacancy created by any other member of the Board shall be filled in the same way used in selecting the original holder of the vacated position, unless otherwise determined by the Executive Committee.

3. Liaisons serve three year terms and are elected in the spring of each year when elections are necessary. Liaisons may succeed themselves multiple times. ORTA members wishing to serve as a liaison may notify the ORTA office of their desire to run for a liaison position and the ORTA office will arrange to conduct an election at the completion of the current serving liaison for that region.
4. The duties of the Board members shall be:
  - (a) To attend Board, committee, and ORTA sponsored meetings. Board meetings will be held semi- annually in the spring and fall. The President may call emergency Board meetings, after approval by a majority vote of the Executive Committee either at an official meeting or electronically.
  - (b) To receive and review the secretarial, financial, and other reports.
  - (c) To promote planning, developing, and implementing programs in cooperation with local chapters.
  - (d) To work cooperatively with the liaisons in their respective regions by volunteering assistance and by responding to requests for help.
5. Unless another place is designated by the Board, the place of all meetings shall be the principle office of the Association. However, if necessary, any meeting may be held electronically.
6. Notice of the time and place of each Board meeting shall be given to each Board member, either by personal delivery, mail, or electronically at least two days before each meeting. Business transacted at all Board meetings shall be confined to subjects stated in the call and related matters.
7. Except as otherwise provided in these Bylaws, a majority of the number of Board members shall be present in person or electronically at any Board meeting to constitute a quorum for the transaction of business. However, if a meeting is held electronically allowing all persons participating to communicate contemporaneously, then such participation shall constitute attendance at such meeting. Except as otherwise provided in these Bylaws, the act of a majority of the Board members present at any Board meeting shall be the act of the Board.
8. An official Board action may be taken without a meeting if approved by a majority of Board members voting in person or electronically. Any such action shall be entered into the record of the Association.
9. Any Board member may resign at any time by giving written notice to the President or Executive Director. A resignation shall take place at the time specified.



10. Any Board member may be removed, with or without cause, at any time by the affirmative vote of a majority of the elected Board members.
11. Board members shall avoid any conflict between their own respective, individual interests and the interests of the Association, and any and all actions taken by such Board member on behalf of the Association in their respective capacities. Board members shall conduct themselves in accordance with the requirements of law, these Bylaws, and such other policies, including policies on conflict of interest, as may be adopted by the Board.

## ARTICLE VI - OFFICERS

1. The elected officers of the Association shall constitute the Executive Committee. The Executive Committee shall be composed of the President, the Immediate Past President, AND the President Elect. The Executive Director shall be a non-voting member of the Executive Committee. Candidates for election to the Executive Committee shall be recommended by the Nominating Committee or nominated from the floor, and shall be elected by the ORTA Board at the spring meeting for one-year terms.

The Executive Committee shall take office August 1 following election. Its members shall be ineligible to succeed themselves in the same office.

The Executive Committee shall be responsible for necessary action between Board meetings. The Executive Committee shall employ and evaluate the Executive Director and set the compensation for that position.

Officers shall be STRS benefit recipients, Ohio residents, and members of the Association in good standing.

2. The President shall preside at all Association and Board meetings, carry out the instructions of the Board, and perform all duties of this office. The President shall appoint all committees. The President and President Elect shall be ex-officio members of all committees except the Nominating Committee.
3. If the President is incapacitated, the President Elect shall temporarily assume the duties and responsibilities of the President.
4. The Executive Director shall be directly responsible to the Executive Committee. The Executive Director shall administrate and manage the day-to-day operations of the Association. The Executive Director may employ staff as needed. The general duties of the Executive Director and staff shall be defined in the Personnel policies of the Association.



5. It is expected that Executive Committee members will attend as many meetings of the Executive Committee as possible.

(a) Unless another place is designated by the President, the place of all meetings shall be the principle office of the Association. However, any meeting may be held electronically.

(b) Notice of the time and place of each Executive Committee meeting shall be given to each Executive Committee member, either by personal delivery, mail, or electronically at least two days before each meeting. Business transacted at all Board meetings shall be confined to subjects stated in the call and related matters.

(c) Except as otherwise provided in these Bylaws, a majority of the Executive Committee members shall be present in person or electronically at any Executive Committee meeting to constitute a quorum for the transaction of business. However, if meeting is held electronically allowing all persons participating to communicate contemporaneously, then such participation shall constitute attendance at such meeting. Except as otherwise provided in these Bylaws, the act of a majority of the Executive Committee members present at any Executive Committee meeting shall be the act of the Executive Committee.

(d) Any action which may be authorized or taken at an Executive Committee meeting may be taken without a meeting if authorized by a statement signed by each of the Executive Committee members, or submitted by an Executive Committee member electronically to a designated Executive Committee officer.

Any such statement shall be filed with or entered into the record of the Association.

6. Any officer may resign at any time by giving written notice to the President and Executive Director. A resignation shall take place at the time specified.

7. Any Executive Committee member may be removed, with or without cause, at any time by the affirmative vote of a majority of the Executive Committee members then in office.

8. Executive Committee members shall avoid any conflict between their own respective, individual interests and the interests of the Association, and any and all actions taken by such Executive Committee member on behalf of the Association in their respective capacities. Executive Committee members shall conduct themselves in accordance with the requirements of law, of these Bylaws, and such other policies, including policies on conflict of interest, as may be adopted by the Executive Committee.

## ARTICLE VII - COMMITTEES

1. **Nominating Committee:** The Past President, in the capacity as chair of the Nominating Committee, shall nominate one or more persons for the office of President Elect. The Nominating committee shall report these nominations at the Spring Board Meeting. Nominations may be made from the floor.
2. **Finance Committee:** The President shall appoint this committee to take effect August 1. Prior to the Spring Board meeting in the year serving, this committee shall review the current budget and outside auditor's report and make recommendations with respect to financial matters.
3. **Standing State Committees:** The President may appoint state standing committees in the following areas:
  - (a) Membership
  - (b) Communications
  - (c) Endorsement
  - (d) Legislative
4. **Authority and Manner of Acting:** Each committee shall assume responsibility for researching the assigned area and providing appropriate recommendations to the Board. Each committee shall arrive at recommendations by the majority of its members at a meeting or through electronic communication. All committees shall file minutes of meetings with the Executive Director to be entered into the records of the Association.

## ARTICLE VIII - LOCAL CHAPTERS

1. Chapter officers shall be reported to the State office before the Spring Board meeting.
2. Chapter officers and chairs of the chapter standing committees must be ORTA members in good standing.
3. Chapters must submit bylaws modifications with the State office each year.
4. Chapters must submit annual reports by January 15th.

## ARTICLE IX - DUES

The dues of the Association shall be as follows:

- (a) Annual and lifetime membership dues shall be determined by the Board.
- (b) The membership year of the Association shall be August 1 through July 31.
- (c) Active members \$10, Retired members \$30, Lifetime \$500

## ARTICLE X - MEETINGS

ORTA may hold state or regional conferences for members. Meeting arrangements will be determined by the Executive Committee with the cooperation of regional liaisons.

## ARTICLE XI - STATUS

The Association is intended to be and remains a 501(c) (4) non-profit corporation organized and existing for the mutual benefit of retired educators.

The Association and its Board shall refrain from any action or activity which might harm its status as an organization whose receipts are exempt from income taxes.

The Association shall be dedicated to education, social, charitable, and beneficial purposes.

No membership lists or directories shall be available to anyone except for Association purposes.

## ARTICLE XII - AMENDMENTS

The Bylaws of the Association may be amended by an affirmative vote of a simple majority of the voting members present. Voting may take place by any of the following:

- (a) a state meeting,
- (b) an area or district meeting,
- (c) by mail, or
- (d) electronically.

The Board shall have approved the proposed amendment, and notice of such amendment shall have been published in an official ORTA publication.

## ARTICLE XIII - RULES OF ORDER

Except as otherwise provided in the Bylaws, Robert's Rules of Order, latest revision, shall govern the Association in its procedures.

## ARTICLE XIV - LOGO

The Association shall have an official corporate Logo in form and content as shown here:



## ARTICLE XV - DISSOLUTION

This Association may be dissolved only after:

1. An affirmative vote of at least two-thirds (2/3) of the total membership of the Board, and
2. Thereafter, an affirmative vote of at least two-thirds (2/3) of the members of the Association casting ballots, provided notification of each election is announced at least 60 days before the voting takes place.

In the event of dissolution, whether voluntary or involuntary or by operation of law, its property and assets shall be given to an Ohio education or charitable organization(s) selected by the Board. Such organization shall be an exempt organization under Section 501(c) (4) of the Internal Revenue Code, as amended.

## ARTICLE XVI - PROHIBITION AGAINST SHARING IN ASSETS

No member or employee of the Association shall receive at any time any net earnings or pecuniary profit from the operation of the Association, except that payment shall be made for reasonable compensation or expenses for services rendered to or for the Association in carrying out its purposes as fixed by the Board.

# Code of Ethics

## Section C

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RATIONALE & CODE

WHISTLE-BLOWER  
POLICY

DOCUMENT RETENTION & DESTRUCTION  
POLICY

CONFLICT OF INTEREST  
POLICY

## RATIONALE

Principles and practices of the Ohio Retirement for Teachers Association State Board and staff to provide guidance and direction for effective governance.

## CODE

Members of the State Board of ORTA and staff are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities. Board members and staff pledge to accept this code as a minimum guideline for ethical conduct and shall:

### **Accountability:**

1. Faithfully abide by the bylaws, standing rules and policies of the organization.
2. Exercise reasonable care, good faith and due diligence in governing and managing affairs.
3. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
4. Fully disclose, at the earliest opportunity, information of fact that would have significance in Board decision-making.
5. Remain accountable for prudent fiscal management to association members, the Board, and non-profit sector, and, where applicable, to government and funding bodies.

### **Professional Excellence and Integrity:**

6. Maintain a professional level of courtesy, respect, and objectivity in all matters and activities.
7. Strive to uphold those practices and assist other members of the Board in upholding the highest standards of conduct.

### **Prohibition Against Personal Gain and Self-Dealing:**

8. Exercise the powers invested for the good of all members of the organization rather than for personal benefit.

**Equal Opportunity, Diversity, and Inclusiveness:**

9. Ensure the right of all members to access benefits and services without discrimination on the basis of legally recognized protected classes such as race, color, religion, sex, national origin or ancestry, age, military status, genetic information, pregnancy, disability, sexual orientation, and gender identity, or on the basis of culture, geography, political beliefs, or socio-economic status, or any other basis prohibited by federal, state, or local law.
10. Ensure the right of all members to access benefits and services without discrimination on the basis of the organization's volunteer or staff make-up in respect to race, color, religion, sex, national origin or ancestry, age, military status, genetic information, pregnancy, disability, sexual orientation, and gender identity, or on the basis of culture, geography, political beliefs, or socio-economic status, or any other basis prohibited by federal, state, or local law.

**Confidential Information:**

11. Respect the confidentiality of sensitive information known due to Board service and used for the purposes of governance and management.

**Collaboration and Cooperation:**

12. Respect the diversity of opinions as expressed or acted upon by the organization, Board, staff and membership, and formally register dissent as appropriate. Rev. 04/12/2023

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# WHISTLE-BLOWER POLICY

## I. General

The organization expects its liaisons, officers, staff members and other representatives to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the Ohio Retirement for Teachers Association, we are obligated to practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

## II. Reporting Responsibility

It is the responsibility of all liaisons, officers, and staff members to report "Wrongful Conduct" in accordance with this Whistle-blower Policy.

## III. Wrongful Conduct

Wrongful Conduct is defined in this Whistle-blower Policy to include:

- a serious violation of the Ohio Retirement for Teachers Association policy;
- a violation of applicable federal, state, or local law;
- the use of the Ohio Retirement for Teachers Association property, resources, or authority for personal gain or other non-organization related purpose except as provided under the Ohio Retirement for Teachers Association policy.

This definition of Wrongful Conduct is not intended to be an exclusive listing of the illegal or improper activity encompassed by the Whistle-blower Policy. Rather, the Whistle-blower Policy is intended to serve as a means of reporting all perceived serious improprieties that potentially impact the integrity and effective operations of the Association.

## IV. Acting in Good Faith

Anyone filing a complaint of Wrongful Conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates Wrongful conduct. Any allegations that prove false and that prove to have been made maliciously or with knowledge of their falsity will be viewed as a serious offense, for which discipline (if a staff member) or removal from the Board (if a liaison) may result.

## V. No Retaliation

No liaison, officer, or staff members who, in good faith, reports Wrongful Conduct, will suffer harassment, retaliation, or adverse employment consequences. Any liaison, officer, or staff member who retaliates against anyone who has reported Wrongful Conduct in good faith is subject to discipline, up to, and including, termination of employment or removal from the Board, as applicable. This Whistle-blower Policy is intended to encourage and enable individuals to raise serious concerns within the Ohio Retirement for Teachers Association prior to seeking resolution outside the Ohio Retirement for Teachers Association.

## **VI. Reporting Wrongful Conduct**

The organization encourages its liaisons, officers, and staff members to share their questions, concerns, suggestions, or complaints with someone who can address them properly. Any liaison, officer or staff member may report Wrongful Conduct to the Executive Director of the President of the Ohio Retirement for Teachers Association. If the Wrongful Conduct implicates one or both the Executive Director or the President, or if the reporting individual is not comfortable speaking with or not satisfied with the response of the foregoing individuals, the issue may be reported to any liaison of the Board of the Ohio Retirement for Teachers Association.

## **VII. Confidentiality**

Reports of Wrongful Conduct or suspected Wrongful Conduct may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of Wrongful Conduct or suspected Wrongful Conduct will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

## **VIII. Handling of Reported Wrongful Conduct**

A representative of the Board will notify the sender and acknowledge receipt of the Wrongful Conduct or suspected Wrongful Conduct within five business days, unless such report was submitted anonymously. All reports will be promptly investigated and appropriate action will be taken if warranted by the investigation. Rev. 04/12/2023

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# DOCUMENT RETENTION & DESTRUCTION POLICY

This Document Retention and Destruction Policy of the Ohio Retirement for Teachers Association identifies the record retention responsibilities of staff, volunteers, executives of the Board, and outsiders for maintaining and documenting the storage and destruction of the Association's documents and records.

## I. Rules

The Association's staff, volunteers, executives of the Board and outsiders(i.e., independent contractors via agreement) are required to honor these rules:

Paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the ORTA State Office

All other paper documents will be destroyed after three years

All other electronic documents will be deleted from all individual computers, databases, networks, and back-up storage after one year

No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

## II. Terms for Retention

(a) Retain Permanently:

\*Governance records–Charter and amendments, bylaws, other organizational documents governing the Board and Board committee minutes.

\*Tax Records–Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits.

\*Intellectual property records–Copyright and trademark registrations and samples of protected works.

\*Financial records–Audited financial statements, attorney contingent liability letters.

(b) Retain for TEN years;

\*Pension and benefit records–Pension plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and supporting records.

\*Government relations records–State and federal lobbying and political contribution reports and supporting records.

## (c) Retain for THREE years:

\*Employee/employment records–Employee names, addresses, social security numbers, dates of birth, INS Form I-9, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time/payroll records, leave/comp time/FMLA, engagement and discharge correspondence, documentation of basis for independent contractor status(retain for all current employees and independent contractors and for three years after departure of each individual).

\*Lease, insurance, and contract/license records–software license agreements, vendor, hotel and service agreements, independent contractor agreements, employment agreements, consultant agreements, and all other agreements(retain during the term of the agreement and for three years after the termination, expiration, non-renewal of each agreement).

## (d) Retain for ONE year:

\* All other electronic records, documents and files–Correspondence files, past budgets, bank statements, publications, employee manuals/policies and procedures, and survey information.

**Exceptions:**

Exceptions to these rules and terms for retention may be granted only by the Executive Director or the ORTA President.

(Rev. 04/12/2023)

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# CONFLICT OF INTEREST POLICY

## I. Statement of Policy

A possible conflict of interest exists when a liaison has a material personal interest, either direct or indirect, in a proposed transaction involving this organization. When a liaison has an interest in a transaction being considered by the organization, the liaison should disclose that conflict as early as possible and at least before the State Board or staff member takes action on the matter. Any liaison having a conflict of interest will not vote or use his or her personal influence on the matter and will not be present when the matter is discussed by the Board. The minutes of the meeting will reflect that a disclosure was made and the abstention from voting will be noted.

Liaisons, officers, committee chairs, and staff members of the Association will be required to attest annually to their familiarity with this policy and to provide information concerning any possible conflict of interest so that disclosure, if necessary, is made. Staff members will not benefit materially from the Association beyond receipt of salaries, fringe benefits, and reimbursement for authorized expenses.

## II. Definition of Material Personal Interest

A material personal interest is:

1. An ownership interest, directly or indirectly, through business, investment or family, in any entity with which this organization has a transaction or arrangement;
2. Excluding staff pay, a compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement; or
3. As defined above, a potential ownership interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating any transaction or arrangement.

## III. Procedures

1. The interested liaison(s) will disclose to the Board, preferably in writing, the material facts as to his or her material personal interest in the transaction and in any corporation, partnership, association or other organization involved in the transaction prior to the meeting at which the Board acts upon the transaction.
2. The interested liaison(s) will absent himself or herself from the meeting while the transaction is discussed and acted upon.
3. A disinterested liaison, or other disinterested party familiar with the transaction, will present evidence of the fairness of the proposed transaction, such as competitive bids or comparable price quotations.

4. The vote of a majority of the disinterested liaisons participating in the meeting and constituting a quorum, after reaching a decision regarding whether the proposed transaction is fair to the organization, will be required for approval of the transaction. The minutes for the meeting will reflect that a disclosure of interest was made and that the interested liaison(s) abstained from voting and was not present during the Board's consideration of the transaction.
5. These procedures(i) will apply to transactions approved after the date of adoption of this policy; and (ii) will not apply to reimbursement of expenses actually incurred by any liaison or executive in the course of performing his or her duties as such.

#### **IV. Potential Conflict Report**

To assist in implementing this Policy, each new liaison states they have read and understood the Conflict of Interest Policy. The Conflict of Interest Policy covers existing liaisons, executives, and staff members. Any suspected conflicts shall be made known to the Executive Director or the Executive committee in writing.. (Rev. 04/12/2023)

# Duties & Responsibilities

## Section D

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PRESIDENT

PRESIDENT ELECT

PAST PRESIDENT

COMMITTEE CHAIRS

REGIONAL LIAISONS



## RESPONSIBILITIES OF ORTA PRESIDENT

The ORTA President shall take office August 1. The President shall be ineligible to succeed him or herself in the same office. The duties of the President are defined in the ORTA Bylaws, Article VI, Sec. 2.

### Responsibility to ORTA Board:

- a. Preside at all meetings of the Association and of the Board, carry out the instructions of the Association and the Board and perform all the duties that pertain to this office.
- b. By August 1, shall submit information for an introductory article to appear in the next edition of the Association newsletter.
- c. Write a monthly article for the Association newsletter.
- d. Appoint all committees, including committee chairs.
- e. Establish a meeting schedule for the Executive Committee.
- f. Establish goals for the year that will result in a positive direction for the Association.
- g. Provide information and direction to the Chairs of the committees.
- h. Serve as Chair of the Executive Committee and attend all meetings of said committee.
- i. Work cooperatively with the Executive Director and ORTA staff to help identify important needs and future actions.
- j. Work with the Executive Director to create agendas for the Board meetings, held semi-annually in the spring and fall, Executive Committee meetings, and any specially called meetings.
- k. Establish a regular and dependable means of communication with members of the Board, ORTA staff, and Regional Liaisons and local chapter leaders. Work cooperatively with those individuals in all phases of the work for the local chapters and the Association.
- l. The President shall be an ex-officio member of all committees except the Nominating Committee and shall serve as liaison to the Legislative Committee.
- m. Be familiar and uphold the Bylaws, Standing Rules and other information in the ORTA Leadership Handbook.
- n. Chair, through the Executive Committee, the evaluation and contract recommendations for the Executive Director in years when the evaluation is due.

**Responsibility to Regions and Local Chapters:**

- a. Attend chapter meetings when invited to provide updates.
- b. Attend Presidents' Meetings held by Regional Liaisons when requested.
- c. Serve as a resource person for information on ORTA issues.
- d. Promote membership in local chapters and ORTA.
- e. Encourage attendance by local chapters at ORTA meetings.
- f. Promote participation in ORTA committees.
- g. Assist with leadership training or other meetings in cooperation with the chapters, districts, or the state office.

The President must be an STRS recipient, an Ohio resident, and an ORTA member in good standing.

The Board shall remove the President of consistent failure to participate defined as non-attendance or inactivity.

The ORTA office will reimburse reasonable expenses for meetings, meals, mileage and supplies incurred in carrying out the work of ORTA. The President is not reimbursed for attending his or her own local chapter meetings.

In the event that the Association is represented by Co-Presidents, they will be considered on equal footing in that position. However, those sharing that position will be treated as one single member with one vote. If both people sharing a position choose to attend the same meeting, expenses will be paid based on one person and divided equally between the two sharing members. Both members who enter a co-sharing position will notify the ORTA Executive Director of how tasks and responsibilities will be shared. As the position is a full-time position, it may revert to being filled by one person.

## RESPONSIBILITIES OF THE ORTA PRESIDENT ELECT

The ORTA President Elect shall be elected at the Spring Board Meeting, and shall take office August 1. The President Elect shall be ineligible to succeed him or herself in the same office.

### **Responsibility to ORTA Board:**

- a. Work cooperatively with the President to ensure an understanding of duties and responsibilities of the Executive Committee and a smooth transition to President.
- b. Serve as part of the Executive Committee and attend all meetings of said committee.
- c. Attend ORTA Board meetings held semi-annually in spring and fall and any special meetings.
- d. Attend respective state, district or regional meetings and participate as needed in training sessions and facilitation of workshops.
- e. The President Elect shall be an ex-officio members of all committees except the Nominating Committee and shall serve on committees as appointed by the President.
- f. Be familiar with and uphold the Bylaws, Standing Rules, and other information in the ORTA Leadership Handbook.
- g. Participate in the decision-making and policy-making functions of the Board, considering the needs of ORTA and the areas of the state.
- h. Bring to the attention of the ORTA Board pertinent concerns, interests and views representative of his or her work across the state.
- i. If the President is incapacitated, the President Elect shall temporarily assume the duties and responsibilities of that office.

### **Responsibility to Regions and Local Chapters:**

- a. Attend chapter meetings when invited to provide updates.
- b. Attend Presidents' Meetings held by Regional Liaisons when requested.
- c. Serve as a resource person for information on ORTA issues.
- d. Promote membership in local chapters and ORTA.
- e. Encourage attendance by local chapters at ORTA meetings.
- f. Promote participation in ORTA committees.
- g. Assist with leadership training or other meetings in cooperation with the chapters, districts, or the state office.

The President Elect must be an STRS recipient, an Ohio resident, and an ORTA member in good standing.

The Board shall remove the President Elect for consistent failure to participate defined as non-attendance or inactivity.

The ORTA office will reimburse reasonable expenses for meetings, meals, mileage and supplies incurred in carrying out the work of ORTA. The President Elect is not reimbursed for attending his or her own local chapter meetings.

In the event that the Association is represented by Co-President Elects, they will be considered on equal footing in that position. However, those sharing that position will be treated as one single member with one vote. If both people sharing a position choose to attend the same meeting, expenses will be paid based on one person and divided equally between the two sharing members. Both members who enter a co-sharing position will notify the ORTA Executive Director of how tasks and responsibilities will be shared. As the position is a full-time position, it may revert to being filled by one person.

## RESPONSIBILITIES OF ORTA PAST PRESIDENT

The ORTA Past President shall serve for one year after serving as president. The Past President shall be ineligible to succeed him or herself in the same office.

### Responsibility to ORTA Board:

- a. Serve as the chair of the Nominating Committee with the principal duty of identifying and recruiting members to apply for the position of President Elect.
- b. Be familiar with and uphold the By-laws, Standing Rules and other information in the ORTA Leadership Handbook.
- c. Serve as part of the Executive Committee and attend all meetings of said committee.
- d. Attend ORTA Board meetings in spring and fall and any other special meetings.
- e. Attend respective state, district or area meetings and participate as needed in training sessions and facilitation of workshops.
- f. Participate in the decision-making and policy-making functions of the Board, considering the needs of ORTA and areas of the state.
- g. Bring to the attention of the ORTA Board pertinent concerns, interests and views representative of his or her work across the state.
- h. If the President is incapacitated, work cooperatively with the President Elect to cover the duties and responsibilities of the office.
- i. Initiate a review of the ORTA handbook.

### Responsibilities to Local Chapters:

- a. Attend chapter meetings when invited to update them on ORTA information.
- b. Attend Presidents' Meetings held by Regional Liaisons when requested.
- c. Serve as a resource person for information on ORTA issues
- d. Promote membership in local chapters and in ORTA.
- e. Encourage attendance by local chapters at ORTA meetings.
- f. Promote participation on ORTA committees.

The Past President must be an STRS recipient, an Ohio resident and an ORTA member in good standing.

The Board shall remove the Past President for consistent failure to participate defined as non-attendance or inactivity.

The ORTA office will reimburse reasonable expenses for meetings, meals, mileage and supplies incurred in carrying out the work of ORTA. The Past President is not reimbursed for attending his or her own chapter meetings.

In the event that the Association is represented by Co-Past Presidents, they will be considered on equal footing in that position. However, those sharing that position will be treated as one single member with one vote. If both people sharing a position choose to attend the same meeting, expenses will be paid based on one person and divided equally between the two sharing members. Both members who enter a co-sharing position will notify the ORTA Executive Director of how tasks and responsibilities will be shared. As the position is a full-time position, it may revert to being filled by one person.

## RESPONSIBILITIES OF ORTA COMMITTEE CHAIRS

The ORTA President appoints all committee chairs and committee members after August 1. All committees are chaired by Board members but committee membership is encouraged to have a balance of Board members as well as selected general members and interested persons.

### **Responsibilities of Standing Committee Chairs:**

1. Chair committee as appointed by the ORTA President and hold an initial committee meeting before the first of October. The initial meeting shall identify goals for the year and review information included in chapter reports.
2. Provide local chapter support in the area of the committee when requested.
3. Be familiar with bylaws, standing rules and other information in the Leadership Handbook regarding duties pertinent to their position as well as their respective committee information.
4. Attend district, regional, and state ORTA Board meetings, spring and fall, and any special meetings to report on behalf of your committee.
5. Participate as needed in training sessions on behalf of your committee.
6. Prepare and file minutes of all meetings. These are to be given to the Executive Director as official records of the Association.

### **Nominating Committee Chair:**

1. The Nominating Committee is always chaired by the Immediate Past President and has two additional members.
2. At least 90 days before the Spring Board Meeting, create a list of possible members interested in the position of the ORTA President Elect.
3. Consider all individuals who are interested.
4. Nominate one or more persons for President Elect.
5. Report these nominations at the Spring Board Meeting and call for nominations from the floor.

### **Finance Committee Chair:**

1. Review the annual budget for the ensuing year as submitted by the Executive Director and make recommendations regarding adoption at the Fall Board Meeting.
2. Meet with an outside auditor prior to the Spring Board Meeting to receive the report of previous years' financial statements.
3. Make recommendations to the Board in respect to policies and financial matters.



**Bylaws and Standing Rules Committee Chair:**

1. Recommend proposed changes of the Bylaws or Standing Rules to the Executive Committee for its approval and submission to the Board.
2. State needed bylaws changes and reason for the proposed change which shall be published in an official ORTA publication before voting by membership.
3. State needed Standing Rules and reason for the proposed change which shall be published in an official ORTA publication before voting by membership.

A member of the Executive Committee will be assigned to each standing committee except the Nominating Committee to act as an ex-officio member.

In order to assure a quorum to conduct business committee members need to be consulted as to their availability for possible meeting dates. All committee meetings to be held at the state office must be cleared through the state office to allow reservation of meeting rooms.

All committees shall act by majority of all its members at a meeting or through other communications as permitted by laws of the State of Ohio, or by a statement or statements signed by all its members.

A committee is authorized to take any action or transact any business specifically delegated by the Board.

The Board shall remove any ORTA committee chair for consistent failure defined as non-attendance or inactivity.

Committee chairs are reimbursed for all reasonable expenses incurred while attending ORTA Board meetings and conducting other ORTA business other than at their own chapter meetings. Committee Chairs are not reimbursed for attending meetings of the Ohio Legislature or STRS unless their attendance is requested.

## RESPONSIBILITIES OF REGIONAL LIAISONS

Liaisons from each of the five regions(NW, SW, NE, SE,C) serve three year terms and are elected in the spring of each year when elections are necessary. Liaisons may succeed themselves multiple times. ORTA members wishing to serve as a liaison may notify the ORTA office of their desire to run for a liaison position and the ORTA office will arrange to conduct an election at the completion of the current serving liaison for that region.

### **Responsibilities to the ORTA Board:**

1. Attend the state-wide ORTA Board meetings(Spring,Fall) and vote on matters presented to the ORTA Board.
2. Communicate the needs and interests of the region to the ORTA office and ORTA Executive Committee.
3. Coordinate Regional Meetings including Local Chapter Officers and participate in training as needed.
4. Chair/serve on ORTA state-wide committees as appointed by the ORTA President/ Executive Committee.
5. Be familiar with the Bylaws, Standing Rules, and other other information in the ORTA Leadership Handbook.
6. Participate in decision making and policy making functions of the ORTA Board.
7. Complete and submit to the ORTA office, a year end report of accomplishments and activities of the Local Chapters and Region.

### **Responsibilities to the region:**

1. Attend Local Chapter meetings within the region as appropriate to update them on ORTA information.
2. Establish regular means of communication with Local Chapter Officers and work cooperatively with those individuals in matters of importance to ORTA and the individual Local Chapters.
3. Promote membership and participation in ORTA and in Local Chapters.
4. Participate in leadership training or other meetings in cooperation with Local Chapters and ORTA initiatives.
5. Complete and submit to the Local Chapters a year-end report of accomplishments and activities of the region.

# Forms & Templates

## Section E

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SAMPLE BYLAWS FOR LOCAL CHAPTER

SAMPLE MEETING AGENDA

LOCAL CHAPTER OFFICERS ANNUAL FORM

# SAMPLE CONSTITUTION AND BYLAWS FOR GOVERNING BY COMMITTEE

*Adapted from Columbiana County (2016)*

## Article I. Name and Purpose

### Section 1. Name

The name of the organization shall be The \_\_\_\_\_ County Retirement for Teachers Association. (\_CRTA)

### Section 2. Purpose

The purpose of the association shall be to improve and develop members' capabilities to meet the social and economic changes and problems subsequent to their retirement; to be informed about legislation and encourage legislation intended to contribute to members' well-being locally, statewide, and nationally; and to cooperate with the State and National Retired Teachers Associations and other organizations having similar purposes and aims.

### Section 3. Status

- a. The association is intended to be and remain a non-profit organization, existing for the mutual benefit of retired educators.
- b. The association and its board shall refrain from any action or activity that might harm its status as an organization whose receipts are exempt from taxation of every kind, as specified by Federal Income Tax Section 501 of the Internal Revenue Code.
- c. The association shall be dedicated to educational, social, charitable and beneficial purposes.
- d. No membership lists or directories shall be available to anyone except for association purposes.

### Section 4. Assets

- a. No part of assets or earnings of the association shall be distributed to members, officers, or other private persons except to pay reasonable compensation for services.
- b. Upon dissolution of the chapter, if it should occur, the executive board shall, after paying or making provision for the payment of all bills and liabilities and community commitments, distribute all assets to NRTA/AARP Andrus Fund, 1909 K Street NW, Washington, DC 20049, which is a tax exempt fund.

## Article II. Membership

**Section 1.** The term, “retired teacher” shall mean anyone who has been certified/licensed to teach in the schools of the nation at any educational level.

**Section 2.** Active membership shall be open to any retired teacher or administrator formerly employed in the nation’s schools or in a federally sponsored school.

**Section 3.** Association membership shall also be open to anyone interested in the work of the association and approved for membership by the executive board. Upon payment of dues, he/she shall assume all rights and privileges except the right to hold office or to represent the association.

**Section 4.** Current life members of \_CRTA shall retain life membership; however, the option of purchasing life membership shall be discontinued as an option for purchase as of the adoption of this constitution.

**Section 5.** Membership shall be determined by annual payment of dues.

## Article III. Board of Directors

**Section 1.** Officers shall consist of a Board of Directors of at least five members including a designated Treasurer and Recording Secretary.

**Section 2.** The Board shall be elected at the general May meeting and shall take office the following September for a term of two years.

## Article IV. Executive Board

### Section 1. Members

- a. The Executive Board shall consist of the Board of Directors and the chairpersons of standing committees.
- b. They must all be members of ORTA and \_CRTA.
- c. In case of a tie in voting of the Executive Board, the issue will be decided by the flip of a coin.

**Section 2.** The Executive Board shall meet a minimum of two times per calendar year.

**Section 3.** A majority shall constitute a quorum.

**Section 4.** Vacancies on the Executive Board shall be filled by an appointment of the Board of Directors.

## Article V. Standing Committees and Duties

The Board of Directors shall appoint the chairpersons for the following standing committees:

**Membership:** Notify new retirees of the opportunity to become active members and the benefits of membership.

**Scholarship:** Determine the process of application and select the recipients of grants and scholarships.

**Legislative:** Update members on changes or potential changes to STRS.

**Public Relations:** Promote publicity and service projects.

**Nominating:** Provided a slate of candidates for the Board of Directors, including Treasurer and Recording Secretary.

## Article VI. Amendments

The Constitution and Bylaws of this organization may be amended at any general meeting by two-thirds vote of the members present, provided written notice of the proposed changes have been sent to the members at least ten days prior to the meeting.

## Article VII. Rules of Order

Except in matters provided in its constitution and bylaws, this constitution shall be governed by Robert's Rules of Order, Latest Revised Edition.

## Article VIII. Effective date of Constitution

The constitution, as revised, shall become effective immediately upon adoption provided, however, that nothing in this constitution shall be deemed to impair any acts of proceedings heretofore undertaken by, or on behalf of, the association.

## Article IX. General Membership Meetings

**Section 1.** There shall be a minimum of five meetings each year.

**Section 2.** The time and place of the Executive Board meetings shall be at the discretion of the Board of Directors

**Section 3.** Members should be encouraged to attend ORTA state and regional meetings.

## Article X. Yearly Dues

**Section 1.** Dues shall be determined by the Executive Board of \_CRTA.

**Section 2.** The treasurer shall collect ORTA dues and \_CRTA dues and will remit ORTA dues to the state organization.

**Section 3.** Dues are due and payable for ORTA and \_CRTA no later than December 31 for the following year.

**Section 4.** NRTA will bill members directly.

## Article XI. Board of Directors Duties

**Section 1.** The Board of Directors shall preside at all meetings of the association, appoint members and designate chairpersons of all committees, assume active leadership of the association and have one member present at all committee meetings.

**Section 2.** The Recording Secretary shall record minutes of all meetings; these shall be kept in a suitable file.

**Section 3.** The Treasurer shall receive and disburse all funds of the association; collect unified dues and send checks to the proper associations; keep an itemized record of all money received and disbursed; and make periodical reports to the association.



# TEMPLATE FOR A LOCAL CHAPTER MEETING

*Example Only-Modify as Needed*

DATE \_\_/\_\_/\_\_

CALL TO ORDER

INVOCATION

PLEDGE TO THE FLAG

ANNOUNCEMENTS

LUNCH

INTRODUCTIONS

A. SPECIAL GUESTS B. RETIREES ATTENDING FOR THE FIRST TIME

PROGRAM

MINUTES

(APPROVED AS READ IN THE BELLRINGER OR AS CORRECTED BY MEMBERS)

NO MOTION TO ACCEPT MINUTES IS NEEDED

TREASURERS' REPORT IS ONLY RECEIVED OR FILED

OLD BUSINESS

NEW BUSINESS

LEGISLATIVE REPORT

NECROLOGY

DRAWING FOR TWO(2) FREE MEALS OR OTHER PRIZES

NEXT MEETING REMINDER

NAME TAG REMOVAL

ADJOURNMENT BY CHAPTER PRESIDENT

NO MOTION NECESSARY



# ORTA CHAPTER OFFICER ANNUAL FORM

## DUE JULY 31ST EACH YEAR

*Please note: Denote any vacancies with the word "vacant" and update with the state office when a member takes that office. Thank you.*

FOR YEAR: \_\_\_\_\_ COUNTY/CHAPTER: \_\_\_\_\_

YOUR NAME & CHAPTER POSITION: \_\_\_\_\_

**PRESIDENT:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**VICE-PRESIDENT:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**SECRETARY:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**TREASURER:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

### MEETING DATES:

(Actual dates or "Third Tuesdays")

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### MEETING LOCATION(S)

(Please include addresses)

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